



QUWWAT-UL-ISLAM SOCIETY

www.quwwatulislam.org

QUWWAT-UL-ISLAM MADRASAH

ATTENDANCE POLICY

Last Revised:

April 2023

Quwwat-ul-Islam Madrasah Aims

As providers of education at a very critical point in a students' life, our aims and objectives are to encourage social and spiritual development of students. Through the following aims and objectives, we hope to become an effective Madrasah, in which support, coaching, nurturing, challenge and reflection work hand in hand to improve outcomes for all our students. All of this we endeavour to provide in an atmosphere wherein the syllabus meets the needs, enthusiasms and learning styles of all our students.

- To form each of our students to appreciate Qur'anic texts with confidence, reciting in the correct manner and with insight and providing every opportunity to memorise the Qu'ran.
- To teach the basic and necessary Islamic injunctions according to the Hanafi Madhab.
- To prepare our students to acquire a moral attitude to live as Muslims, participating proudly and fully with every aspect of modern life, drawing strength, meaning and direction with Tawheed at the core and Islam as the main focus in all affairs and transactions, taking guidance from the Qur'an and the Sunnah of the Prophet Muhammad (peace be upon Him) in line with the principles and practices of Ahlus Sunnah wal Jamaah.
- To promote the dignity of each young person through self-respect, respect for peers and through the development of personal responsibility to become valued members of society.
- Ensure that girls and boys have equal access to all areas of the Islamic syllabus and all students are treated fairly and equally.
- To make students aware of their abilities and give them the support and strength they need to achieve further
- To work closely with parents in supporting their children through this spiritual journey to ensure their child attains the highest standards.
- To establish a caring and secure environment that facilitates excellence in Islamic education with values of discipline and respect.
- To provide a joyous Islamic atmosphere, to ensure students enjoy their study at the Madrasah and develop a love of learning and a strong desire to continue their education as a lifelong experience.
- To adopt a professional approach with all Madrasah related issues.

Absence

When a child is absent, a parent/guardian must phone or email the madrasah between 4:45pm and 5:30pm on the day. If the school does not receive a phone call, then the parent will be contacted during the course of the day.

When a child returns to madrasah, they must hand in a note (written and signed by a parent or guardian) to the madrasah office explaining the reason for the absence.

If a child is absent for more than 2 days without any successful contact being made with the parents, further measures will be taken and the child's position in the madrasah may be in jeopardy.

Authorised and unauthorised absence

The madrasah cannot authorise an absence unless the reason given can be considered as authorised. These reasons may include: medical, family bereavement (immediate family only). Upon return, the parent must provide evidence for the child's absence, medical or otherwise. (Please see attached form for more details)

Lateness

Pupils are expected to be in weekday madrasah before 5:00pm and weekend madrasah before 9.00am. If pupils arrive after this time, they must sign in at the madrasah Office and they will be marked as late.

- The first late will result in a verbal warning - (phone to parent/guardian which will be logged)
- The second late will result in a letter or email sent home addressing the matter
- Upon the fourth late a meeting will be arranged with a member of the SLT to discuss the matter.

Late pick ups

Parents must inform the office beforehand if alternative arrangements have been made for another adult to collect the pupil. (Parent/guardian must provide the adult's name/relation to the pupil when calling the office).

All staff members reserve the right to contact parents directly by phone if they are unsure or have not been informed of any changed arrangements in collection of the pupil in their care at the time of dismissal.

Enrichment Clubs

Students are allowed up to one late arrival per week due to an after school club or enrichment club unless otherwise agreed to with the headteacher and duly noted on the system.

Rewards

Pupils with 100% attendance will receive a Head Teacher's award at the end of the academic year.

Holidays

The madrasah will not authorise holiday during term-time. However, in exceptional circumstances the Head Teacher is able to authorise emergency leave of up to 5 days only, providing an acceptable reason and evidence is provided. Parents or guardians must complete and return a, Term Time Absence Leave Request form (please see attached form for more details) from the office and return it to the madrasah office immediately. If the Head Teacher does not authorise leave for any reason, and the leave is still taken a fine will be implemented and the the school reserves the right to take the student off roll.

Cause for Concern

If a child's absence and punctuality record become a cause for concern, parents will be asked to attend a meeting at the madrasah with senior management.

In circumstances where a pupil's absence and/or punctuality is consistently poor, Quwwat-ul-Islam Madrasah reserves the right to refuse to re-admit that pupil for the next academic year.

Zero Tolerance Policy

Parents are reminded that Quwwat-ul-Islam Madrasah operates a zero-tolerance policy. Any parent whose conduct towards staff is considered to be threatening or inappropriate may be asked to vacate the premises. Parents are also reminded that staffs collecting information about absence and punctuality are doing so only in the best interest of pupils' welfare and education.

Registers are only to be completed by teachers.

Pupils must not be asked to complete the register on behalf of a teacher. Teachers found to be neglecting this responsibility will be subject to disciplinary action



Term Time Leave of Absence Request Form

Parent/guardian to complete online via

Evening Maktab

[Weekday Evening Absence Request Form](#)

Alimah

[Alimah Absence Request Form](#)